

## **Position Vacancy Announcement**

### **IT Internship –Programming Support Central Library/ Branch & Information Technology**

**January 2016**

**Summary:** Internship position responsible for providing support for IT department in the areas of database and web administration. Intern will be writing code to create web applications, and automate workflow. Intern will be assigned to the Web and Database Systems Specialist but will have the opportunity to experience work within other IT areas and work groups.

**Database & Web Systems Support:** Provides support to the Web and Database Systems Specialist in database development and maintenance, Content Management System (CMS) maintenance, web development and implementation of SharePoint. Duties to include:

- Assists with database and web application development and maintenance.
- Assists with CMS development, maintenance and upgrades.
- Contributes to the planning, development and implementation of SharePoint for an intranet environment.
- Contributes to the back end development of our public facing website.
- Contributes to the development of applications to automate workflows.
- Provides computer/technology support to patrons in a digital lab.
- Completes special projects as assigned.

#### **Minimum Qualifications:**

- Currently enrolled in a college degree program in Computer Science.
- Experience with relational database concepts and normalization.
- Experience using Microsoft SQL, Oracle, MySQL, MariaDB, SQLite, PostgreSQL, DB2, MS Access or other relational database management systems (RDBMS).
- Familiar with SQL Queries, Views, Stored Procedures, PDO, APIs, or other database manipulation tools and methods.
- Experienced with IIS, or Apache website management tools.
- Experienced with HTML5, XML, CSS3, FTP, FileZilla, SSH, Responsive Web Design/mobile web site development concepts.
- Working experience with SharePoint.
- Experience using MAMP, LAMP, & or Microsoft web platforms.
- Experience in web development with proficiency in Visual Studio, NetBeans, Eclipse, Dreamweaver, or other IDEs.
- Experience in object-oriented programming concepts.
- Experience using client and server side programming languages i.e. C#, VB.net, PHP, Ruby, JavaScript, Ajax, Json, etc.
- Knowledge of open source CMS products i.e. Drupal, Joomla, WordPress, DotNetNuke etc.
- Demonstrated proficiency in the Microsoft and or MAC Office products.
- Ability to communicate technical concepts to non-technical personnel.
- Evidence of excellent communication skills, attendance, punctuality and dependability.

**Desirable Qualifications:**

- Computer hardware & software operations
- Computer Network Administration
- Experience with Adobe Creative Cloud & AV development
- Mobile app development

**Physical demands and work environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to travel independently within all areas of the library facilities. In the work environment, described below the position requires verbal and written communication with others, sitting, standing, walking; use hands to finger, handle or feel tools, objects or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- *Work environment:* Work will be performed in an office environment and within library spaces. The noise level in the work environment is usually low to moderate.

**Salary**

\$11.25 per hour

**Schedule**

15-20 hours weekly. Schedule will be set by semester.

A current application and resume is required and should be sent to the attention of Terry New, Human Resources Manager at 315. S. Rose St. Kalamazoo, MI 49007 or [jobs@kpl.gov](mailto:jobs@kpl.gov). Applications are available in the Administrative Office or on our website at [www.kpl.gov](http://www.kpl.gov).

**Applications will be accepted until positions are filled.**